

St George's, University of London

**CRITERIA IN RESPECT OF APPLICATIONS (FULL CONSIDERATION) FOR
FINAL DISCRETIONARY ATTEMPT**
Effective from 1 January 2022

It has been agreed:

- (i) that every case should be treated individually on its own merits
- and
- (ii) that any of the following factors *could* be taken into account in reaching a decision on whether or not to allow an application for a final discretionary attempt in accordance with the appropriate procedures.

These criteria have been provided as guidance. Students should use categories (a-i) where the information is directly relevant to their application under paragraph 3 'Procedure for consideration for a final discretionary attempt at an assessment'.

- (a) the case made in writing by the student for allowing, exceptionally, a further attempt at the failed assessment;
- (b) the student's academic record (both before and after admission to St George's);
- (c) the student's attendance record;
- (d) specific comments from examiners with regard to performance in examinations;
- (e) overall pattern of performance during course (e.g. unexpected dramatic decline);
- (f) documented mitigating circumstances with evidence e.g. health, family or social problems of relevant impact (the Discretionary Panel will expect that normally these will have been notified to the Registry *before* the date of the examinations which are the subject of the application);
- (g) statements requested by the student from:
 - (i) normally not more than **two** members of academic staff of the University (one of whom should normally be the student's personal tutor. This member of staff should have seen the student's written submission to the Discretionary Panel/Extending period of Registration Panel and should comment on it);
 - (ii) officers or members of the Student's Union (optional) – normally not more than **two**;
 - (iii) appropriate evidence of mitigation from professional authorities in the case of health, family or social problems e.g. GP, solicitor, counsellor or social worker. (This documentation should preferably be dated *before* the date of the examinations which are the subject of the application);

- (h) (exceptionally) major extra-curricular contributions e.g. participation in Olympics;
- (i) other significant factors which the Panel consider to be relevant to the applicant's continuing registration as a student.